

MAKING DOCUMENTS ACCESSIBLE IN WORD 2016—LINKS

Links are used to navigate within a document or to external locations such as websites. Links can be displayed as raw URLs such as <https://georgia.gov/agencies/georgia-secretary-state>, and they can be displayed as descriptive text (i.e., [Georgia Secretary of State](#)). Descriptive text links work much better than long URLs when a screen reader is used, however to ensure accessibility for all users, (those using screen readers and those looking at a printed copy of a document that contains links) the first time links are used in a document, **you need to provide a descriptive name link with a Screen Tip and the URL with a Screen Tip**. For example--[Southeastern Technical College](#) (www.southeasterntech.edu). After these items are used the first time in a document, you only have to provide the descriptive name and a screen tip for the remaining of the Word document.

To create a meaningful link that is already in the document, you should provide a descriptive link along with the raw URL. Follow these steps:

1. Select the link in the document or place your insertion point anywhere in the link.
2. Right click and choose Edit Hyperlink. The Edit Hyperlink dialog box will appear.
3. The link's address is already keyed in the dialog box. Place your insertion point in the **Text to Display** box. Key a meaningful description such as Georgia Secretary of State. Click OK. Be sure to enter the screen tip.
4. Follow this link with the actual raw URL address in parenthesis.

Examples are shown below:

[Southeastern Technical College](#) (<http://www.southeasterntech.edu>)

[Georgia Secretary of State](#) (<https://georgia.gov/agencies/georgia-secretary-state>)

[Secretary Brian Kemp](#) (soscontact@sos.ga.gov)

[James Doe](#) (jdoe@mail.com)

NOTE: Links to wording such as “click here” do not provide adequate information on where the link will lead the user. Only link the wording that describes the destination of the link.

You can also create a link using the Insert Hyperlink dialog box. Position your insertion point in the document where the link should appear and follow these steps:

1. Click Insert, Hyperlink
2. Key the Text to Display as described above
3. Key the URL address in the Address: box.
4. Click OK.

Note: Screen Tips are added at the Insert Hyperlink dialog box (see upper right hand of the dialog box). Screen Tips provide a description of the link and will correct the Word accessibility error. To see the Screen Tip place your mouse over the link in the online document.

*Some links are excessive in length and may affect the readability of the document. An alternative formatting is to add a separate **links page** to end of the document that gives both the hyperlinked descriptive text and the raw URL with a screen tip.